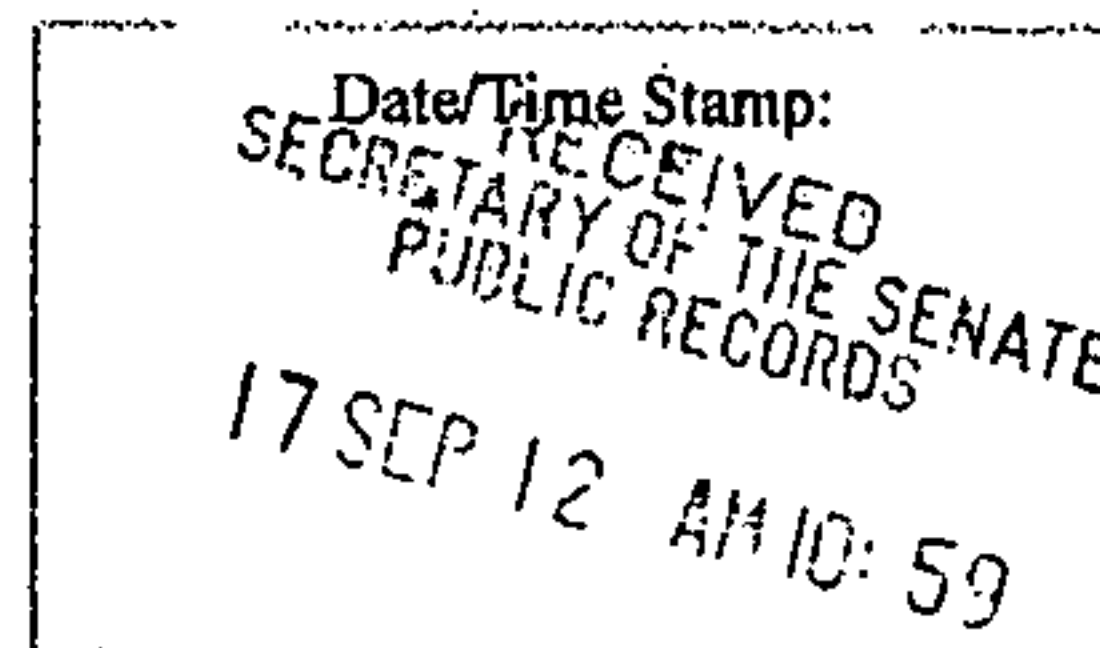


Employee Post-Travel Disclosure of Travel Expenses



Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- The original *Employee Pre-Travel Authorization* (Form RE-1), AND
- A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Jobs for the Future

Travel date(s): 8/29/2017 - 8/31/2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$545.75	\$180.00	\$105.27	N/A
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce

development programs in a rural, economically distressed region of the U.S. Please see attachment 1 for more detail.

9/7/17
(Date)

Karishma Merchant
(Printed name of traveler)

Karishma Merchant
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/7/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

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The purpose of the site visit to Eastern Kentucky was to examine high quality and innovative education and workforce development programs in a rural, economically distressed region of the U.S. On the trip staff met with officials from the region's workforce development, community college, and economic development systems. Staff talked with students and with employers learning about Eastern Kentucky's SOAR initiative designed to integrate its economic, workforce development, and technology efforts. They met with students from the linemen training program at Hazard Community and Technical College; with state officials from Kentucky who described their efforts to align education, workforce, economic development and poverty alleviation programs. They also visited the Hazard, KY One-stop Career Center and later met with employers and workers at BitSource, a new business venture where former coal miners are being trained for coding jobs. Over a dinner meeting, staff heard about the region's efforts to address the opioid addiction problem, and heard from a former governor of Kentucky who discussed the economic needs of the region. Finally, the visit concluded with an on-site meeting at the Eastern Kentucky Manufacturing Institute where staff met with manufacturing and economic development officials about how they are attempting to attract and train employers for new businesses in the region.

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future (JFF).
2. Description of the trip: JFF Congressional Staff Network Site Visit to Eastern Kentucky to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the region, its employers and its people. See attachment one for more detail.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Bernham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment one.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JFF selects sites and topics around which to base site visits and forums, taking into account congressional staff interest, the

quality of programming and whether or not these programs have a relationship to workforce development and education policy.

JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. See attachment one for more details.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

JFF is interested in the development of education, training and supportive policies that expand opportunities for low income and

disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable

careers. The purpose of this trip is to examine high quality and innovative education and workforce programs that focus on economic

needs of the state. See attachment one for more details.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JFF has planned trips for the Congressional Network on Workforce Development and Economic Security for over eight years.

See attachment one for more detail.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JFF works with partners around the country to design and drive the adoption of education and career pathways leading to

college, career readiness and career advancements for those struggling in today's economy. See attachment one for more detail.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$500.75 - \$545.40	\$180.00	\$125.00	N/A
<input type="checkbox"/> Actual Amounts	(Includes all travel, airfare and ground transportation. See attachment two for more detail)	(Over two nights, See attachment two for more detail)	(Per person, over three days. See attachment two for more detail)	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

JFF selected Eastern Kentucky for this year's visit. The region has been hard hit economically because of a significant

decline in their main industry and we are interested in learning how the region is responding to these challenges. See attachment one for more detail.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hambley Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing. See attachment two for more details.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses are equal to or less than the federal government travel per diem. See attachment two for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Manak. Hys

Name and Title: Maria Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4448

Fax Number:

E-mail Address: mflynn@jff.org

**Congressional Staff Network for Workforce and Economic Security Issues
August 29, 2017 – August 31, 2017 Site Visit to Eastern Kentucky**

Question #2: Description of the Trip

Purpose of the Trip and Mission of the Sponsor. Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.

Question #5 Senate Staff:

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuel Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Question #12: Role of Sponsor

Role of Sponsor. Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene the Congressional Staff Network on Workforce and

economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 2: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Lodging: Benham Schoolhouse Inn (August 29th): \$89.00 per person
Pikeville Hilton Garden Inn (August 30th): \$91.00 per person

***Prices fall within government per diem rates.**

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$51.00 for the second day of the trip.

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15251

Mary Clagett
Director for National Workforce Policy

CONGRESSIONAL STAFF NETWORK DELEGATION

August 29, 2017 – August 31, 2017

Eastern Kentucky

PARTICIPANT LIST

Congressional Staff Participants

Jake Baker
Professional Staff Member
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Dianne Browning
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Chairman of the Board
Appalachian Wildlife Center

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~~Past President~~
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Allison Baker
Outreach Coordinator
Appalachian Regional Healthcare

Shane Baker
Field Representative
Department of Local Government
Office of the Governor

Josh Benton
Executive Director
Workforce Development
KY Cabinet for economic development

Sonya Bergman
Systems HR Director
Appalachian Regional Healthcare

Jay Box
President
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Hon. Albey Brock
Bell County Judge Executive
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Matt Brown
Chief of Staff to the CEO
Addiction Recover Care

Paul Bryant
Assistant to the President
SKCTC

Betsy Clemons
Executive Director
Hazard/Perry Co. Chamber of Commerce

Carlos Cameron
Field Representative
Congressman Hal Rogers

Sherri Clark
Director of Workforce Solutions
SKCTC

Jacob Colley
American Electric Power

Beth Davlsson
Executive Director of the Workforce Center
KY Chamber

Frank Dawahare
Eastern Telephone & Technologies

Sandy Dunahoo
Commissioner
Department of Local Government
Office of the Governor

Dr. Michelle Dykes-Anderson
Vice President of Institutional Advancement
SKCTC

Erica Farmer-Miller
Paths 2 Promise Coordinator
SKCTC

Dianna Fuson
Ready to Work Coordinator
SKCTC

Tonita Goodwin
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Hazard/Perry Co.
Economic Development Alliance

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Regena Jones
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Senator Rand Paul

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Rick King
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Mayor Jimmy Lindon
City of Hazard

David Ledford
President/CEO
Appalachian Wildlife Foundation

Andrea Massey
Ready to Work Coordinator
SKCTC

Donna McClure
Field Representative
Senator Mitch McConnell

Janet Slayden
Associate Administrative Leadership
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Dr. Carolyn Sundy
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Kathy Walker
CEO
eKentucky Advanced Manufacturing Institute
(eKAMI)

Dr. Rebecca Parrott
Vice President of Student Affairs
SKCTC

Darren West
Board Member
EKCEP

Judi Patton
Wife of Paul Patton

Jeff Whitehead
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Eastern Kentucky Concentrated Employment
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Paul Patton
Former Governor of Kentucky, Chancellor
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Tim Robinson
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Addiction Recovery Care, LLC

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Taylor Maag
Graduate Intern
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**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

6:30 – 8:30 PM Dinner Meeting (Benham Schoolhouse Inn)

**Continued Discussion about the Economy, Challenges, and On-going
Economic Development, Education, and Workforce Development
Efforts in Eastern Kentucky**

- Dr. Bruce Ayers, Past President, SKCTS
- Hon. Dan Mosley – Harlan County Judge Executive
- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

Teleworks USA – Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

7:30 AM – 8:00 AM Breakfast at the Benham Schoolhouse Inn

8:15 AM Travel to Hazard Community and Technical College (HCTC) – 101 Vo-Tech Drive, Hazard, KY 41701

- Trish Adams, Industry Liaison, EKCEP

10:00 - 11:30 AM Presentation and Tour of HCTC Lineman Training Program

- Dr. Jennifer Lindon, President, HCTC

11:30 AM Travel to EKCEP One-Stop Career Center – 412 Roy Campbell Dr. Hazard, KY 41701

**11:45 – 2:30 PM One-Stop Career Center Tour and
Working Lunch and Facilitated Conversations**

State Officials Discuss Kentucky's Plan for the State and Region

- Jeff Whitehead, Executive Director, Eastern Kentucky Concentrated Employment Program (EKCEP)
- Hal Heiner, Cabinet Secretary, Education and Workforce Development (Invited)
- Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
- Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

- Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
- Jay Box, President, Kentucky Community and Technical College System (KCTCS) (Invited)
- Reecie Stagnolia, Vice President for Adult Education, Council on Post-Secondary Education

- 2:30 PM Travel to BitSource – 375 Hambley Blvd, Pikeville, KY 41501
- 3:30 – 4:45 PM BitSource Presentation and Meeting with Students/Employees on Employment and Training in E KY's Information Technology Sector
- Rusty Justice, Founder, BitSource
 - BitSource Employees and Students
- 4:45 PM Travel to Hilton Garden Inn – 849 Hambley Blvd., Pikeville, KY 41501
- 6:00 – 8:30 PM Dinner Meeting – 8th Floor, Hilton Garden Inn
Eastern KY's Opioid Addiction Crisis: Its Impact on the Region and What They are Doing About It
- Paul Patton, former Governor of Kentucky, Chancellor, University of Pikeville College - Welcome
 - Tim Robinson, CEO, Addiction Recovery Care, LLC – Discussion of Opioid Addiction Problem in Rural America and How the Eastern Kentucky is Addressing the Crisis.

Thursday, August 31, 2017

Advanced Manufacturing & Economic Development

- 7:00 AM Hotel Check-Out; Breakfast Buffet in Hotel
- 8:00 AM Travel to eKentucky Advanced Manufacturing Institute (eKAMI) – 120 Scott Perry Dr., Paintsville, KY 41240
- 9:00 -10:30 AM eKAMI Presentation
Eastern KY's Advanced Manufacturing Economy – What Jobs are Available and How the Region is Preparing its Workers
- Kathy Walker, CEO of eKAMI
 - Chuck Sexton, CEO, One East Kentucky
- 10:45 AM Travel to Cincinnati Airport

Date/Time Stamp: ETHIC JUL 26 17PM 1:57

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Karishma Merchant

Employing Office/Committee: Senator Tim Kaine

Private Sponsor(s) (list all): Jobs for the Future

Travel date(s): August 29, 2017 - August 31, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville, and Paintsville)

Explain how this trip is specifically connected to the traveler's official or representational duties:

Staffer is Virginia Senator Tim Kaine's education policy advisor who oversees education and workforce legislative portfolios and staffs the Senator on his Health, Education, Labor, and Pensions Committee assignment. Eastern Kentucky falls into the same economic region as Southwest Virginia - the Appalachia region. This visit will provide Karishma with a better understanding of the Appalachian region's challenges and how federal policies can spur economic growth there. With a potential reauthorization of the Higher Education Act, it is important to Karishma's work that she understand how education and workforce training programs need to be structured to meet the needs of this unique geographic regions.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/26/17
(Date)

Karishma Merchant
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Tim Kaine hereby authorize Karishma Merchant
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/26/17
(Date)

Tim Kaine
(Signature of Supervising Senator/Officer)



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

Hi everyone — as many of you know, Jobs for the Future organizes an annual site visit for staff who participate in our Congressional Staff Network on Workforce and Economic Security Issues. Based on conversations with many of you that began last year, we are planning a site visit to Eastern Kentucky for this year's August Congressional Recess.

Eastern Kentucky has been very hard hit economically in recent years. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. As part of our visit, we hope to learn not only about the region's education and workforce development programs — but about how many partners are pulling together to transform the region's economy, address the education and skills deficits of its workers, and alleviate poverty in the region.

We will hear from education, workforce development, poverty-focused, and economic development leaders about the challenges they face when a major employer leaves a region and its residents are geographically isolated. We will see education and training programs that are preparing coal miners for coding and other jobs in a growing IT sector in the region. We will see the development of a growing aerospace industry that is developing as the result of converging education, workforce and economic development efforts. We will hear from education programs and students who are training to be counselors to address the growing opioid addiction problem that confronts this community, as well as many other rural communities in the country. And to fully understand the culture and history of the region, we will visit the Portal 31 coal mine, that was the nation's largest coal camp when it was built in 1917.

Because this trip will require significant travel on the ground, we will devote three days to the trip. As a result, it is important that we identify a time that works for you, and save those dates for this visit. As we begin planning our Kentucky visit, we would first like to survey invitees to see which weeks in August work best for most staff. **Please complete this survey by Wednesday, May 10th, 2017** to provide us with your availability. In the coming weeks, we will send more details regarding this year's visit and a calendar invite to hold the dates on your schedule. We really hope you can join us on this visit!

Best,
Mary Clagett, Lexi Barrett, Erica Cuevas, Taylor Maag

20170510

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Jobs for the Future with a grant from the Joyce Foundation.
2. Description of the trip: See attachment two and three.
3. Dates of travel: August 29, 2017 - August 31, 2017
4. Place of travel: Eastern Kentucky (Middlesboro, Benham, Hazard, Pikeville and Paintsville).
5. Name and title of Senate invitees: See attachment two.
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - ~~OR~~
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - ~~AND~~
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - ~~AND~~
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

-OR-

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

-OR-

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10: USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

See attachment three.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

See attachment three.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

See attachment three.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attachment three.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$500.75 - \$545.40 (Includes all travel, airfare and ground transportation. See attachment four)	\$180.00 (Over two nights. See attachment four)	\$125.00 (Does not exceed government per diem of \$131.50 per person, over three days. See attachment four)	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves events that are arranged or organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attachment two.

19. Name and location of hotel or other lodging facility:

Benham Schoolhouse Inn: 100 Central Ave, Benham KY 40807

Pikeville Hilton Garden Inn: 849 Hamble Blvd, Pikeville KY 41501

20. Reason(s) for selecting hotel or other lodging facility:

The hotels were chosen due to their location and fair pricing.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: Ellen Alberding

Name and Title: Ellen Alberding, President

Name of Organization: The Joyce Foundation

Address: 321 North Clark St. Suite #1500 Chicago, IL 60654

Telephone Number: 312-782-2464

Fax Number: _____

E-mail Address: swilkens@joycefdn.org

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The lodging and meal expenses align with federal government travel per diem. See attachment four for more details.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

There will be coach airfare travel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: *Maria K. Flynn*

Name and Title: Maria Flynn, CEO

Name of Organization: Jobs for the Future

Address: 122 C st NW Washington, D.C. 20001

Telephone Number: 617-728-4446

Fax Number: _____

E-mail Address: mflynn@jff.org

Attachment 2.

**Congressional Staff Network for Workforce and Economic Security Issues
Senate Invitee List
August 29, 2017 Site Visit to Eastern Kentucky**

Senate Staff:

Jake Baker, Professional Staff, Senate HELP Committee

Diane Browning, Legislative Assistant, Office of Senator Hatch

Manuael Contreras, Legislative Aide, Senate HELP Committee

Lauren Marshall, Legislative Assistant, Office of Senator Warner

Bryce McKibben, Policy Advisor, Senate HELP Committee

Karishma Merchant, Legislative Assistant, Office of Senator Kaine

Senate staff have been invited as a result of their work on education and workforce development issues. All have primary responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of the education and workforce programs in Kentucky, specifically in the state's Eastern region.

Reason for Selecting Location: JFF selected Eastern Kentucky for this year's visit because the region has been very hard hit economically because of a significant decline in the region's main industry – coal mining. With an economy historically dependent on coal, and a geographic region that is extremely rural, this area has many challenges that state and local leaders are working hard to address. The visit will shed light on the region's economic and workforce challenges and also inform participants of the state's plans for stimulating economic development, addressing their education and skills deficits of its workers, increasing employment rates, and alleviating poverty in the region.

Attachment 3.

- A) Role of Sponsor.** Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, taking into account congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development and education policy. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. The Joyce Foundation provides a grant to Jobs for the Future to convene and implement the Congressional Staff Network on Workforce and Economic Security Issues.

- B) Purpose of the Trip and Mission of the Sponsor.** Jobs for the Future is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustain careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the state, the Eastern Kentucky region, its employers and its people. Staff will see innovative programs that meet the skill needs of the region's critical industries, talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs.
- C) History Carrying out Site Visits.** Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for over eight years. As part of that work we have held numerous local forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN and Seattle, WA. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues.
- D) Other Education Activities.** JFF works with partners around the country to design and drive the adoption of education and career pathways leading to college and career readiness and career advancements for those struggling to succeed in today's economy. In more than 100 communities across 39 states, JFF improves the pathways leading from high school to college to family-sustaining careers.

Attachment 4: Good Faith Estimates for Senate Staff Travel and Meal Expenses

Airfares: Each individual's flight was \$395.75 - \$440.40 round-trip.

On the ground travel estimates: Transportation (via bus) for two and a half days of site visits: \$3,150 divided by 30 people = Approx. \$105 each.

Meals: Will meet government per diem rates of \$38.25 on first and last day of travel and \$55.00 for the second day of the trip.

August 29, 2017 – August 31, 2017
Eastern Kentucky

Congressional Staff Participants

Amy Jones
Director of Education and Human Services
Policy
House Education and Workforce Committee
Amy.jones@mail.house.gov

Alexander Payne
Education Policy Advisor
House Education and Workforce Committee
Alex.payne@mail.house.gov

David Ledford
President/CEO
Appalachian Wildlife Foundation

Adam Meier
Deputy Chief of Staff for Policy
Kentucky Governor's Office
Adam.meier@ky.gov

Hon. Dan Mosley
Harlan County Judge Executive
Dan.mosley@harlanonline.net

Paul Patton
Former Governor of Kentucky, Chancellor
University of Pikeville College
pep@upike.edu

Tim Robinson
CEO
Addiction Recovery Care, LLC

Chuck Sexton
CEO
One East Kentucky

Reecie Stagnolia
Vice President for Adult Education
Kentucky Council on Postsecondary Education
Reecie.stagnolia@ky.gov

Robert Stivers
Kentucky State Senate President
Clay County
Robert.stivers@lrc.ky.gov

Kathy Walker
CEO
eKentucky Advanced Manufacturing Institute
(eKAMI)

Jeff Whitehead
Executive Director
Eastern Kentucky Concentrated Employment
Program (EKCEP)
jwhitehead@ekcep.org

Joyce Foundation Participants

Sameer Gadkaree
Senior Program Officer
SGadkaree@joycefdn.org

Jobs for the Future Participants

Lexi Barrett
Director for Education Policy
lbarrett@jff.org

Mary Clagett
Director for Workforce Policy
mclagett@jff.org

Erica Cuevas
Policy Manager
ecuevas@jff.org

Mindy Martin
Events Director
mmartin@jff.org

Taylor Maag
Graduate Intern
Tmaag-intern@jff.org



**CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY**

- Jared Arnett, Executive Director, Shaping Our Appalachian Region, Inc. (SOAR) & Blueprint
- Jeff Whitehead, Executive Director, EKCEP

Teleworks USA – Videos, Conversation; Q & A

Wednesday, August 30, 2017

Aligning Education, Workforce & Economic Development

- 8:00 AM Depart Benham Schoolhouse Inn for Hazard
- 8:00 to 10 AM Travel to Hazard, KY -- Breakfast on Bus
Trish Adams, Industry Liaison, EKCEP
- 10:00 - 11:30 AM Hazard Community and Technical College (HCTC)
Dr. Jennifer Lindon, President, HCTC
- Presentation and Tour of Lineman Training Program
- 11:30 - 2:30 PM Tour One-Stop Career Center, 412 Roy Campbell Dr. Hazard, KY
- Working Lunch and Facilitated Conversations
- Kentucky's Plan for the State and Region
- Hal Heiner, Cabinet Secretary, Education and Workforce Development
 - Adam Meier, Deputy Chief of Staff for Policy, Kentucky Governor's Office
 - Beth Kuhn, Commissioner, Kentucky Department of Workforce Investment
 - Andy Hightower, Senior Policy Advisor, Governor's Education & Workforce Cabinet
 - Jay Box, President, Kentucky Community and Technical College System (KCTCS)
 - Reecie Stagnolia, Vice President for Adult Education, Council on Post Secondary Education
 - Robert Stivers, Kentucky State Senate President, Clay County
- 2:30 PM Depart One-Stop for Pikeville, KY

